

PREPARATION OF AGENCY FORM 34-42
"TIME AND ATTENDANCE REPORT AND
PAY ROLL CHANGE SLIP"

OGC Has Reviewed

Detailed instructions for preparing Agency Form 34-42 (Time and Attendance Report and Pay Roll Change Slip) are issued for use by all officially designated Time and Attendance Clerks now transmitting Standard Forms No. 1130 (Time and Attendance Report) to the Payroll Branch, Fiscal Division. Form 34-42 replaces Standard Form 1130 and will be delivered by hand to the Payroll Branch, Room 1710 - Quarters Eye - not later than 1600 hours on each Monday following the close of a bi-weekly pay period.

Items numbered 1 through 10 must be uniformly and accurately completed prior to delivering the Forms to the Payroll Branch. The following correspond to the Item numbers on Form 34-42:

1. Employee Name

a. Typewrite - or print - last name first. (Use name appearing on pay list)

b. Separate each Form where joined to other Forms. Do not remove carbon. Arrange in alphabetical order and forward the complete Form to the Payroll Branch.

c. Items 1 through 10 are to be completed by the designated Time and Attendance Clerk.

2. Reporting Unit

a. Use title assigned the reporting office or the allotment account number assigned the office.

3. Pay Roll Period

a. Insert the applicable pay roll (reporting) period.

4. Tour of Duty

a. Use only if employee's tour of duty is other than 0830-1700 hours.

5. Remarks

a. Record in this column any explanation, unusual adjustments, or uncommon tours of duty.

6. Inc. Hrs.

a. Record inclusive hours (other than regular time and night differential) worked.

7. Time Worked

a. R/T (Regular Time)

Form 34-42 was designed to show an 8 hour tour of duty 5 days each week, Monday through Friday. If an employee's tour of duty varies from this, the figure 8 in the R/T column should be stricken and the actual number of hours inserted. In case of new appointments, where the employee is not in a pay status for the full pay period, the figure 8 appearing in the R/T column should be stricken for the period prior to entrance on duty. Where an employee is not in a pay status 8 hours, the figure 8 appearing in the R/T column should be stricken and the actual number of hours inserted.

b. N/D (Night Differential)

Insert the number of hours of regular night duty worked. Where an employee performs a regularly scheduled tour of duty which falls partially or fully between the hours of 6:00 P.M. and 6:00 A.M., an additional 10% of base pay will be allowed for services rendered during those hours. The Form must indicate in Item 4 the employee's tour of duty whenever N/D is claimed.

c. O/T (Overtime)

Insert the number of hours O/T worked. The inclusive hours must be shown under Item 6.

d. H/T (Holiday Time)

Insert the number of hours worked on a holiday. The inclusive hours must be shown under Item 6.

e. C/T (Compensatory Time)

Insert the number of hours C/T earned. The inclusive hours must be shown under Item 6. Agency Regulations require that C/T be used within the two pay periods immediately following the period in which earned. An election to be credited with C/T in lieu of O/T pay may not be subsequently changed.

f. N/D, O/T, H/T, and C/T, may be claimed only in multiples of one hour. N/D, O/T and H/T may not be paid for time used in obtaining meals.

g. For O/T, H/T and C/T, where the tour of duty exceeds 4 hours, there should be established an additional 1/2 hour lunch period.

8. Inc. Hrs.

a. Insert the inclusive hours of absence in an A/L, S/L, C/T, IWOP, AWOL or Other status.

9. Time Absent

a. Under the columns headed A/L, S/L, C/T, IWOP, AWOL, or Other, insert the number of hours the employee was absent. A/L and IWOP should be applied for in advance.

b. The column headed AWOL must show the number of hours the employee was on unauthorized leave and Item 5 must indicate the disciplinary action to be taken. In case of disciplinary action, copies of pertinent correspondence must support the Form.

c. The column headed Other must show the number of hours an employee is on court or military leave or leave for election purposes, making the proper notation at the top of the column.

d. Under the column headed Initials, the employee must place his initials opposite the day(s) involved, certifying to any absence during the pay period. An internal system should be installed in each reporting office to require individuals taking leave or performing overtime or compensatory duty to report promptly to the designated Time and Attendance Clerk for the purpose of recording, initialing or signing the Form. Initials or signatures are very important in event of dispute as to leave charges. In case of S/L the "Certification for Sick Leave" must be signed by the employee. When S/L is in excess of three days, the certificate on the reverse of Standard Form 71 (Application for Leave) must be executed by a physician or practitioner. When a certificate is not obtained, an explanatory statement must be inserted under Item 5 to show the reason for failure to secure a certificate. Standard Form 71, properly executed should be attached to the applicable Form 34-42 for transmittal to the Payroll Branch.

If an employee is unable to sign or initial the Form prior to forwarding it to the Payroll Branch, the Time and Attendance Clerk should place a notation "Form 71 to follow" in Item 5 and secure a Standard Form 71, properly completed by the employee involved, showing type of leave, with applicable hours and dates. Standard Form 71 should be approved by a responsible official of the office and forwarded to the Payroll Branch where it will be attached to the applicable Form 34-42. Prior to the required date for forwarding the Forms to the Payroll Branch, a thorough review of each should be made by the Time and Attendance Clerk.

10. Pay Period Totals

a. Enter the total of each applicable column. The designated Time and Attendance Clerk must certify to the correctness of the Form.